

1996 SOLANO COUNTY
OCCUPATIONAL OUTLOOK REPORT

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COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM

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- PRIVATE INDUSTRY COUNCIL OF SOLANO COUNTY
- STATE OF CALIFORNIA
EMPLOYMENT DEVELOPMENT DEPARTMENT
- CALIFORNIA OCCUPATIONAL INFORMATION
COORDINATING COMMITTEE

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ACKNOWLEDGMENTS

THE EMPLOYERS

We would like to thank all of you who spent your valuable time in filling out 200+ surveys.

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Representatives from state and federal agencies, schools and colleges, training providers, and labor unions who shared their expertise and provided us with additional occupational information.
Cover photograph provided by the City of Fairfield.

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INTRODUCTION

The following Occupational Outlook Report presents the findings of the eighth annual Labor Market Information (LMI) study conducted by the Private Industry Council of Solano County in conjunction with the State of California Employment Development Department, Labor Market Information Division (LMID). This study shows a current, short-term outlook for the labor market of Solano County.

The California Cooperative Occupational Information System (CCOIS) began as a pilot program in 1986 and is now implemented throughout California. The Occupational Outlook Report produced under CCOIS offers local, up-to-date occupational information. In this report, 16 occupations are profiled, based on information gathered from November 1996, through February 1997, from over 200 employers in Solano County.

POTENTIAL USES FOR THIS INFORMATION

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions: Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information is easy to understand and includes employer requirements and preferences, wages and benefits, supply and demand assessments and more.

Curriculum Design: Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development: Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development within the county.

Human Resource Management: Small business owners and corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Program Marketing: By using locally developed and reliable occupational data, training providers can better market their programs to students, employers, and others.

PROGRAM METHODS AND INTERPRETATION OF OCCUPATIONAL SUMMARIES

The role of the Private Industry Council is the collection, analysis, and dissemination of labor market data using the technical assistance and guidance of the Labor Market Information Division (LMID). Strict adherence to established methods is maintained throughout the program year. The end result is a report of occupational summaries based on confidential surveys received from the Solano County employers, labor unions, vocational training providers, schools, and professional associations reflecting a variety of current trends for the 16 occupations surveyed.

PROGRAM METHODS

Occupation Selection

A review of Solano County's Projections of Employment, published by the Employment Development Department (EDD) produced a list of 50 occupations to be considered for selection. The following criteria were then utilized by the research staff in an effort to reduce the list:

- the occupations have a substantial employment base in Solano County;
- there will be a substantial number of job openings;
- training is required for entry into the occupations;
- the chosen occupations were not surveyed within the past two years; and
- ease in accessing information.

Using the occupational project trends, a preliminary list was selected from those occupations that had large level of employment or were expected to have significant replacement needs.

At a community meeting with representatives from school districts, the community college, private employment agencies, city government, EDD, and neighboring Private Industry Councils, the preliminary list was reviewed and discussed. Attendees participated in the final selection process.

Survey Sample Selection

After the occupations were selected and defined, an employer sample was generated for each occupation. LMID staff, using detailed databases of employers and occupations staffing within industries, chose a sample of employers for each of the occupations that represented appropriate industries. The Private Industry Council then spent a considerable amount of time and effort reviewing the sample and added and deleted employers until each occupation had 40 employers or as many as could be found.

Questionnaire Development

Separate questionnaires were developed for each of the occupations. The EDD developed the framework of questions to be asked.

Survey Procedures

Phone numbers for employers in the final version of the sample were obtained to assist in survey follow-up.

- A mail-out survey was used with each business in the sample which received up to two mailings containing from one to three different questionnaires. They were given three weeks to respond to each mailing. All completed questionnaires were carefully reviewed by the research analyst for accuracy and thoroughness. This was followed by intensive telephone follow-up to clarify inconsistencies, complete partial responses, and to meet final response goals.
- If a sufficient number of responses could not be obtained from the finalized samples, additional employers from the other sources or the yellow pages were utilized.

Tabulation and Results

The survey responses were coded and entered into a database and tabulations were prepared. The data tabulations were analyzed and occupational summaries were developed by the project coordinator and an LMID analyst.

Confidential Data

Information concerning all employers is **confidential** and **cannot be released**.

INTERPRETATION OF OCCUPATIONAL SUMMARIES

TITLES AND DESCRIPTIONS

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) title based on the OES dictionary published by the Bureau of Labor Statistics. OES descriptions and numbers are included. Selections were based on specific needs of local users of labor market information.

EMPLOYMENT TRENDS

Employment trend figures are based on the percent of change in the job growth areas as taken from the Solano County Occupational Projections 1992-1998. Employment trends are subject to many unforeseen factors and it is important not to overemphasize growth in an occupation. When an occupation is non-OES,

California Projections from 1993-2005 are used.

The following descriptive terms are used in the report:

Much faster than average

2.1% or more growth

Faster than average

1.6% to 2.0% growth

Average

1.3% to 1.5% growth

Slower than average

1.2% or less growth

No change, stable

0%

Local employers' expectations for their projected employment needs over the next three years are also stated.

Size of Occupation

The following descriptive terms are used to provide perspective on the relative size of the occupation in Solano County.

Small 148 employees or below

Medium 149 to 295 employees

Large 296 to 641 employees

Very Large 642 employees or above

Labor Supply & Demand Assessment

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry level and experienced positions in each occupation. The terms used in describing the local labor supply and demand situation at the time of the study are defined as follows:

Very Difficult

Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

Somewhat Difficult

Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants when an opening exists.

A Little Difficult

Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition when seeking jobs.

Not Difficult

Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for job seekers.

EMPLOYER REQUIREMENTS

This category presents the amount and kinds of work experience, education, and training required by surveyed employers. Also included are typical employer preferences and key personal traits usually present in those working in the occupation. When reference is made to almost all, most, many, some, or few, these definitions apply:

Almost All This reflects ***76% or more*** of surveyed respondents.

Most This reflects ***51% to 75%*** of the surveyed respondents.

Many This reflects ***35% to 50%*** of the surveyed respondents.

Some This reflects ***10% to 34%*** of the surveyed respondents.

Few

This reflects ***less than 10%*** of surveyed respondents.

WAGES

The standard definition of wage data categories enables comparison of salary ranges across occupations. The ranges are based on employer surveys. Extreme answers are excluded. All wages reported are based on data collected from November 1996 through February 1997 and represent wages paid after the federal minimum wage increase of October 1, 1996. Union wages will be listed when at least 20% of the responding firms are union. Wages are absolute, however, nonunion wages are rounded to the nearest quarter.

Wage data reflects the following categories:

New Hires, no experience

Persons with no proven paid experience.

New Hires, experienced

Journey-level or experienced persons just hired.

Experienced, 3 years with firm

Persons with 3 years paid experience at the firm.

FRINGE BENEFITS

This information is taken from surveyed respondents and is listed for employees receiving, or firms offering, specific benefits for full-time and part-time employees. Percentage amounts are indicated in the report.

JOB SKILLS

This section contains lists of specific skills and/or personal traits. Employers state-wide have identified these skills as being important in these four categories:

Technical

Basic

Physical

Personal or Other

RELEVANT INFORMATION

This category may list such information as typical industry concentrations, promotional patterns, concentration of on-call workers, recruitment methods, sources of filled vacancies, and gender breakdown.

OCCUPATIONAL SUMMARIES

BAKERS - BREAD AND PASTRY

5 Firms Responding, 26 Jobs Represented

OES CODE 650210

JOB DESCRIPTION

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

EMPLOYMENT TRENDS

Occupational Forecast: 1992 -1998

| | |
|----------------------------|---------------------------|
| Occupational Size: | Medium |
| Projected Job Growth Rate: | 9.5% |
| Growth: | Much faster than average* |
| Openings from Growth: | 20 |
| Openings from Separations: | 40 |

* Most employers project this occupation to remain stable over the next three years.

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants who meet employer hiring standards:

| | <u>Experienced</u> | <u>Inexperienced</u> |
|--------------------|--------------------|----------------------|
| Not Difficult | 40% | 20% |
| A Little Difficult | 0% | 40% |
| Somewhat Difficult | 20% | 20% |
| Very Difficult | 40% | 20% |

Employers report some difficulty in finding experienced applicants and little difficulty finding inexperienced applicants who meet their hiring standards. This indicates a competitive outlook for job seekers.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:

| | |
|-----------------------------|------|
| Less than High School | 0% |
| High School or Equivalent | 100% |
| Some College, but no degree | 0% |
| Associate (2 year) Degree | 0% |
| Bachelor (4 year) Degree | 0% |
| Graduate Study | 0% |

Experience and Training:

| | <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|-----------------------------------|--------------|------------------|----------------|---------------|
| Work experience | 40% | 20% | 40% | 0% |
| Training as a Substitute for Exp. | 0% | 60% | 20% | 20% |

Most employers require six months of experience in baking. Training is sometimes acceptable as a substitute for experience by most employers.

Where the Jobs Are:

| | <u>Percent</u> | <u>SIC*</u> |
|-----------------|----------------|-------------|
| Grocery Stores | 42% | 5411 |
| Eating Places | 32% | 5812 |
| Retail Bakeries | 26% | 5461 |

* Standard Industrial Classification

Hours:

Full time workers (38%) work an average of 40 hours per week. Part time workers (62%) average 24 hours per week.

BAKERS - BREAD AND PASTRY

WAGES

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$6.00 | \$6.75 | \$6.00 |
| New Hire, Experienced | \$6.00 | \$7.75 | \$7.00 |
| Experienced, 3 Yrs. w/firm | \$8.00 | \$11.00 | \$ 9.23 |

FRINGE BENEFITS

Percentage of employers who offer the following benefits for full and part time positions:

| | <u>Full Time</u> | <u>Part Time</u> |
|-------------------|------------------|------------------|
| Medical Insurance | 80% | 40% |
| Dental Insurance | 80% | 40% |
| Vision Insurance | 60% | 40% |
| Life Insurance | 40% | 40% |
| Paid Sick Leave | 60% | 80% |
| Paid Vacation | 100% | 80% |
| Retirement Plan | 60% | 40% |
| Child Care | 0% | 0% |

JOB SKILLS

Technical: Mastery of baking equipment, pastry making and pastry decorating skills.

Ability to: Stand continuously for 2 or more hours, lift at least 25 lbs. repeatedly, pass a medical examination.

Willingness to: Work with close supervision, work under pressure, read and follow instructions, communicate orally.

RELEVANT INFORMATION

Promotional opportunities available in most firms were to head baker, supervisor, and department manager.

Recruiting indicated by the percentage of employers who use the following methods:

| | |
|------------------------------------|-----|
| Employee's Referrals | 40% |
| Newspaper Ads | 60% |
| Private Employment Agencies | 0% |
| Hire Unsolicited Applicants | 60% |
| In-house Promotion or Transfer | 40% |
| Public School or Program Referrals | 20% |
| Private School Referrals | 20% |
| EDD | 40% |
| Union Hall Referrals | 20% |

Vacancies filled within last 12 months were a result of:

| | |
|-----------------------|-----|
| Promotions | 27% |
| Employees Leaving | 55% |
| New Positions Created | 18% |
| Temporary | 0% |

Gender Demographics:

| | | | |
|---------|-----|-------|-----|
| Female: | 54% | Male: | 46% |
|---------|-----|-------|-----|

14 Firms Responding, 36 Jobs Represented

NON OES CODE 003362999

JOB DESCRIPTION

CAD Technicians operate computer-aided design and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering, or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

EMPLOYMENT TRENDS

California Occupational Forecast: 1993 -2005

(Local Occupational Forecast Not Available)

| | |
|----------------------------|--------------------------|
| Occupational Size: | 35,680 |
| Projected Job Growth Rate: | 17% |
| Growth: | Much Faster Than Average |
| Openings from Growth: | 6,060 |
| Openings from Separations: | 18,970 |

(These figures do not include self-employment or openings due to turnover.)

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants who meet employer hiring standards:

| | <u>Experienced</u> | <u>Inexperienced</u> |
|--------------------|--------------------|----------------------|
| Not Difficult | 21% | 17% |
| A Little Difficult | 29% | 8% |
| Somewhat Difficult | 36% | 25% |
| Very Difficult | 14% | 50% |

Employers report little difficulty finding experienced applicants and some difficulty finding inexperienced applicants who meet their hiring standards. This indicates a somewhat competitive outlook for qualified job seekers.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:

| | |
|-----------------------------|-----|
| Less than High School | 0% |
| High School or Equivalent | 7% |
| Some College, but no degree | 43% |
| Associate (2 year) Degree | 36% |
| Bachelor (4 year) Degree | 14% |
| Graduate Study | 0% |

Experience and Training:

| | <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|-----------------------------------|--------------|------------------|----------------|---------------|
| Work Experience | 0% | 21% | 29% | 50% |
| Training as a Substitute for Exp. | 14% | 57% | 29% | 0% |

Most employers require 3-24 months of work experience in computer aided drafting. Many employers require Auto CAD training which ranges from 12-24 months.

Where the Jobs Are:

| | <u>Percent</u> | <u>SIC*</u> |
|---------------------------|----------------|-------------|
| Engineering Services | 57% | 8711 |
| Architectural Services | 14% | 8712 |
| Surveying Services | 7% | 8713 |
| Commercial Graphic Design | 7% | 7336 |

* Standard Industrial Classification

Hours:

Full time workers (86%) work an average of 40 hours per week. Part time workers (6%) average 24 hours per week. Temporary/On Call workers (8%) work 25 hours per week on average.

WAGES

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$6.00 | \$14.00 | \$10.00 |
| New Hire, Experienced | \$9.00 | \$19.25 | \$12.98 |
| Experienced, 3 Yrs. w/firm | \$12.00 | \$24.00 | \$16.00 |

FRINGE BENEFITS

Percentage of employers who offer the following benefits for full and part time positions:

| | <u>Full Time</u> | <u>Part Time</u> |
|-------------------|------------------|------------------|
| Medical Insurance | 100% | 7% |
| Dental Insurance | 50% | 0% |
| Vision Insurance | 21% | 7% |
| Life Insurance | 71% | 0% |
| Paid Sick Leave | 60% | 7% |
| Paid Vacation | 79% | 7% |
| Retirement Plan | 43% | 7% |
| Child Care | 7% | 0% |

JOB SKILLS

Technical: Ability to operate Auto CAD, problem solving skills, time management skills, writing skills.

Ability to: Perform routine, repetitive work, sit continuously for 2 or more hours, perform basic mathematical calculations.

Willingness to: Work independently, work under pressure, pay attention to detail.

RELEVANT INFORMATION

Promotional opportunities are available in half of the firms surveyed. Positions include supervisor, designer, and land surveyor.

Recruiting indicated by the percentage of employers who use the following methods:

| | |
|------------------------------------|-----|
| Employee's Referrals | 50% |
| Newspaper Ads | 79% |
| Private Employment Agencies | 21% |
| Hire Unsolicited Applicants | 7% |
| In-house Promotion or Transfer | 14% |
| Public School or Program Referrals | 29% |
| Private School Referrals | 14% |
| EDD | 7% |
| Union Hall Referrals | 0% |
| Other | 14% |

Vacancies filled within last 12 months were a result of:

| | |
|-----------------------|-----|
| Promotions | 0% |
| Employees Leaving | 57% |
| New Positions Created | 43% |
| Temporary | 0% |

Gender Demographics:

| | | | |
|-------|-----|---------|-----|
| Male: | 72% | Female: | 28% |
|-------|-----|---------|-----|

16 Firms Responding, 347 Jobs Represented

OES CODE 871020

JOB DESCRIPTION

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

EMPLOYMENT TRENDS

Occupational Forecast: 1992 -1998

| | |
|----------------------------|---------------|
| Occupational Size: | Very Large |
| Projected Job Growth Rate: | -8% |
| Growth: | Slow decline* |
| Openings from Growth: | -90 |
| Openings from Separations: | 110 |

* Only 6% of surveyed employers expect employment levels to decline over the next three years. 44% of surveyed employers expect their employment levels to remain stable, while 50% are expecting an increase in employment levels.

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants who meet employer hiring standards:

| | <u>Experienced</u> | <u>Inexperienced</u> |
|--------------------|--------------------|----------------------|
| Not Difficult | 31% | 20% |
| A Little Difficult | 19% | 27% |
| Somewhat Difficult | 31% | 33% |
| Very Difficult | 19% | 20% |

Employers report little difficulty finding experienced applicants and some difficulty finding inexperienced applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:

| | |
|-----------------------------|-----|
| Less than High School | 6% |
| High School or Equivalent | 81% |
| Some College, but no degree | 13% |
| Associate (2 year) Degree | 0% |
| Bachelor (4 year) Degree | 0% |
| Graduate Study | 0% |

Experience and Training:

| | <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|-----------------------------------|--------------|------------------|----------------|---------------|
| Work Experience | 0% | 6% | 63% | 31% |
| Training as a Substitute for Exp. | 0% | 69% | 25% | 6% |

Almost all employers either usually or always expect applicants to have work experience. Most employers are open to accepting training as a substitute for experience. Work experience includes laborer, apprentice and journeyman carpentry.

Where the Jobs Are:

| | <u>Percent</u> | <u>SIC*</u> |
|------------------------------|----------------|-------------|
| Housing Construction | 53% | 1521 |
| Carpentry Work | 11% | 1751 |
| Non Residential Construction | 5% | 1542 |
| Federal Government | 5% | 9010 |

* Standard Industrial Classification

Hours:

Full time workers (44%) work an average of 40 hours per week. Part time workers (10%) average 26 hours per week. Seasonal workers (43%) average 37 hours per week.

WAGES

Non Union Wages

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$6.00 | \$14.00 | \$7.50 |
| New Hire, Experienced | \$9.50 | \$25.00 | \$13.00 |
| Experienced, 3 Yrs. w/firm | \$11.25 | \$26.00 | \$20.50 |

Union Wages

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|-----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$9.50 | \$18.00 | \$10.25 |
| New Hire, Experienced | \$10.00 | \$25.50 | \$19.74 |
| Experienced, 3 Yrs.. w/firm | \$21.75 | \$25.50 | \$25.00 |

FRINGE BENEFITS

Percentage of employers who offer the following benefits for full and part time positions:

| | <u>Full Time</u> | <u>Part Time</u> |
|-------------------|------------------|------------------|
| Medical Insurance | 92% | 23% |
| Dental Insurance | 54% | 15% |
| Vision Insurance | 54% | 15% |
| Life Insurance | 31% | 15% |
| Paid Sick Leave | 31% | 15% |
| Paid Vacation | 77% | 15% |
| Retirement Plan | 54% | 8% |
| Child Care | 0% | 0% |

RELEVANT INFORMATION

Promotional opportunities available in most firms were to journeyman, foreman, supervisor and superintendent.

Recruiting indicated by the percentage of employers who use the following methods:

| | |
|------------------------------------|-----|
| Employee's Referrals | 44% |
| Newspaper Ads | 38% |
| Private Employment Agencies | 0% |
| Hire Unsolicited Applicants | 44% |
| In-house Promotion or Transfer | 6% |
| Public School or Program Referrals | 6% |
| Private School Referrals | 0% |
| EDD | 13% |
| Union Hall Referrals | 38% |
| Other | 6% |

Vacancies filled within last 12 months were a result of:

| | |
|-----------------------|-----|
| Promotions | 0% |
| Employees Leaving | 40% |
| New Positions Created | 9% |
| Temporary | 51% |

Gender Demographics:

| | | | |
|-------|-----|---------|----|
| Male: | 99% | Female: | 1% |
|-------|-----|---------|----|

JOB SKILLS

Technical: Read blueprints, use drafting tools, finish carpentry skills, rough carpentry skills, drywall installation and repair skills, cost estimating skills, possession of agility and coordination.

Physical: Ability to climb to high places, perform strenuous, physically demanding work, lift at least 50 lbs. repeatedly, provide own hand tools, read and follow instructions.

Personal or Other: Willingness to work with close supervision.

JOB DESCRIPTION

Carpet Installers lay carpets or rugs in homes or buildings. Does not include workers who lay only linoleum.

EMPLOYMENT TRENDS

Occupational Forecast: 1992 -1998

| | |
|----------------------------|---------------------------|
| Occupational Size: | Small |
| Projected Job Growth Rate: | 16.7% |
| Growth: | Much faster than average* |
| Openings from Growth: | 10 |
| Openings from Separations: | 10 |

*Most employers project this occupation to remain stable over the next three years.

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants who meet employer hiring standards:

| | <u>Experienced</u> | <u>Inexperienced</u> |
|--------------------|--------------------|----------------------|
| Not Difficult | 0% | 0% |
| A Little Difficult | 0% | 20% |
| Somewhat Difficult | 40% | 60% |
| Very Difficult | 60% | 20% |

Employers report great difficulty in finding experienced applicants and some difficulty finding inexperienced applicants who meet their hiring standards. This indicates a good outlook for job seekers.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:

| | |
|-----------------------------|------|
| Less than High School | 0% |
| High School or Equivalent | 100% |
| Some College, but no degree | 0% |
| Associate (2 year) Degree | 0% |
| Bachelor (4 year) Degree | 0% |
| Graduate Study | 0% |

Experience and Training:

| | <u>Never</u> | <u>Sometime</u> | <u>Usual</u> | <u>Always</u> |
|-----------------------------------|--------------|-----------------|--------------|---------------|
| Work Experience | 0% | 20% | 60% | 20% |
| Training as a Substitute for Exp. | 0% | 60% | 20% | 20% |

Most employers usually require 6-36 months work experience as a carpet installer.

Where the Jobs Are:

| | <u>Percent</u> | <u>SIC*</u> |
|---------------------------|----------------|-------------|
| Floor Covering Stores | 74 | 5713 |
| Floor Laying & Floor Work | 24 | 1752 |

* Standard Industrial Classification

Hours:

Full time workers (60%) work an average of 40 hours per week. Part time workers (20%) average 30 hours per week.

CARPET INSTALLERS

WAGES

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$5.00 | \$7.00 | \$6.00 |
| New Hire, Experienced | \$5.50 | \$13.00 | \$9.00 |
| Experienced, 3 Yrs. w/firm | \$8.00 | \$20.00 | \$17.50 |

FRINGE BENEFITS

Percentage of employers who offer the following benefits for full time positions:

| | <u>Full Time</u> |
|-------------------|------------------|
| Medical Insurance | 100% |
| Dental Insurance | 100% |
| Vision Insurance | 0% |
| Life Insurance | 0% |
| Paid Sick Leave | 50% |
| Paid Vacation | 50% |
| Retirement Plan | 0% |
| Child Care | 0% |

JOB SKILLS

Technical: Ability to use and read a tape measure, create and cut carpet patterns, use hand tools; shop math, carpet laying, and surface preparation skills.

Physical: Ability to kneel for extended periods of time, lift at least 100 lbs. repeatedly.

Personal or Other: Willingness to work with close supervision or independently, ability to follow instructions, possession of customer service skills.

RELEVANT INFORMATION

Promotional opportunities available in most firms were to foreman and installer of other floor coverings.

Recruiting indicated by the percentage of employers who use the following methods:

| | |
|------------------------------------|-----|
| Employee's Referrals | 60% |
| Newspaper Ads | 80% |
| Private Employment Agencies | 20% |
| Hire Unsolicited Applicants | 60% |
| In-house Promotion or Transfer | 0% |
| Public School or Program Referrals | 20% |
| Private School Referrals | 0% |
| EDD | 20% |
| Union Hall Referrals | 0% |
| Other | 0% |

Vacancies filled within last 12 months were a result of:

| | |
|-----------------------|------|
| Promotions | 0% |
| Employees Leaving | 100% |
| New Positions Created | 0% |
| Temporary | 0% |

Gender Demographics:

| | | | |
|-------|------|---------|----|
| Male: | 100% | Female: | 0% |
|-------|------|---------|----|

COOKS - INSTITUTION OR CAFETERIA

15 Firms Responding, 157 Jobs Represented

OES CODE 650280

JOB DESCRIPTION

Cooks, Institution or Cafeteria, prepare and cook family-style meals for institutions, such as schools, hospitals, or cafeterias. They usually prepare meals in large quantities rather than to individual order. They may cook for employees in office buildings or other large facilities.

EMPLOYMENT TRENDS

Occupational Forecast: 1992 -1998

| | |
|----------------------------|---------------------------|
| Occupational Size: | Medium |
| Projected Job Growth Rate: | 7.4% |
| Growth: | Must faster than average* |
| Openings from Growth: | 20 |
| Openings from Separations: | 50 |

* Almost all employers project this occupation to remain stable over the next three years.

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants who meet employer hiring standards:

| | <u>Experienced</u> | <u>Inexperienced</u> |
|--------------------|--------------------|----------------------|
| Not Difficult | 46% | 31% |
| A Little Difficult | 27% | 38% |
| Somewhat Difficult | 27% | 23% |
| Very Difficult | 0% | 8% |

Employers report little difficulty finding experienced and inexperienced applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:

| | |
|-----------------------------|-----|
| Less than High School | 7% |
| High School or Equivalent | 73% |
| Some College, but no degree | 20% |
| Associate (2 year) Degree | 0% |
| Bachelor (4 year) Degree | 0% |
| Graduate Study | 0% |

Experience and Training:

| | <u>Never</u> | <u>Sometime</u> | <u>Usual</u> | <u>Always</u> |
|-----------------------------------|--------------|-----------------|--------------|---------------|
| Work experience | 13% | 7% | 33% | 47% |
| Training as a Substitute for Exp. | 27% | 47% | 13% | 13% |

Most employers require 6-12 months of work experience as a cook.

Where the Jobs Are:

| | <u>Percent</u> | <u>SIC*</u> |
|---------------------------------|----------------|-------------|
| Elementary / Secondary Schools | 16.9% | 8211 |
| Eating Places | 14.4% | 5812 |
| Skilled Nursing Care Facilities | 11.3% | 8051 |
| State Government | 13.0% | 9020 |

* Standard Industrial Classification

Hours:

Full time workers (40%) work an average of 40 hours per week. Part time workers (50%) average 19 hours per week. Seasonal workers (10%) average 40 hours per week.

COOKS - INSTITUTION OR CAFETERIA

WAGES

Non Union Wages

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$5.00 | \$7.00 | \$5.50 |
| New Hire, Experienced | \$5.25 | \$7.50 | \$7.00 |
| Experienced, 3 Yrs. w/firm | \$5.25 | \$9.00 | \$8.35 |

Union Wages

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$5.90 | \$11.56 | \$7.24 |
| New Hire, Experienced | \$5.90 | \$13.27 | \$9.30 |
| Experienced, 3 Yrs. w/firm | \$6.60 | \$16.15 | \$12.07 |

FRINGE BENEFITS

Percentage of employers who offer the following benefits for full and part time positions:

| | <u>Full Time</u> | <u>Part Time</u> |
|-------------------|------------------|------------------|
| Medical Insurance | 100% | 15% |
| Dental Insurance | 100% | 15% |
| Vision Insurance | 77% | 8% |
| Life Insurance | 69% | 23% |
| Paid Sick Leave | 100% | 31% |
| Paid Vacation | 100% | 31% |
| Retirement Plan | 77% | 23% |
| Child Care | 31% | 8% |

RELEVANT INFORMATION

Promotional opportunities were available in half of the firms surveyed. Positions promoted to include Cook II, dietary assistant, and supervisor.

Recruiting indicated by the percentage of employers who use the following methods:

| | |
|------------------------------------|-----|
| Employee's Referrals | 53% |
| Newspaper Ads | 80% |
| Private Employment Agencies | 0% |
| Hire Unsolicited Applicants | 20% |
| In-house Promotion or Transfer | 40% |
| Public School or Program Referrals | 7% |
| Private School Referrals | 0% |
| EDD | 27% |
| Union Hall Referrals | 0% |
| Other | 7% |

Vacancies filled within last 12 months were a result of:

| | |
|-----------------------|-----|
| Promotions | 26% |
| Employees Leaving | 35% |
| New Positions Created | 5% |
| Temporary | 35% |

Gender Demographics:

| | | | |
|---------|-----|-------|-----|
| Female: | 79% | Male: | 21% |
|---------|-----|-------|-----|

JOB SKILLS

Technical: Ability to plan and organize the work of others, cook ethnic foods, cook for an institution; food baking and pastry making skills; food buying, menu planning, and food preparation skills.

Physical: Ability to pass a pre-employment medical examination, ability to lift at least 30 lbs. repeatedly.

12 Firms Responding, 23 Jobs Represented

OES CODE 553210

JOB DESCRIPTION

File Clerks file correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used, and locate and remove material from files when requested. They may be required to classify and file new material.

EMPLOYMENT TRENDS**Occupational Forecast: 1992 -1998**

| | |
|----------------------------|---------------------------|
| Occupational Size: | Medium |
| Projected Job Growth Rate: | 10% |
| Growth: | Much faster than average* |
| Openings from Growth: | 20 |
| Openings from Separations: | 60 |

* Most employers project this occupation to remain stable over the next three years.

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants who meet employer hiring standards:

| | <u>Experienced</u> | <u>Inexperienced</u> |
|--------------------|--------------------|----------------------|
| Not Difficult | 58% | 25% |
| A Little Difficult | 33% | 42% |
| Somewhat Difficult | 8% | 33% |
| Very Difficult | 0% | 0% |

Employers report little difficulty in finding experienced and inexperienced applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Education of most recent hires by percentage of total firms responding:

| | |
|-----------------------------|-----|
| Less than High School | 33% |
| High School or Equivalent | 67% |
| Some College, but no degree | 0% |
| Associate (2 year) Degree | 0% |
| Bachelor (4 year) Degree | 0% |
| Graduate Study | 0% |

Experience and Training:

| | <u>Never</u> | <u>Sometime</u> | <u>Usual</u> | <u>Always</u> |
|-----------------------------------|--------------|-----------------|--------------|---------------|
| Work experience | 42% | 42% | 8% | 8% |
| Training as a Substitute for Exp. | 17% | 50% | 25% | 8% |

Most employers in the occupation require 6-12 months of work experience. Most employers were willing to sometimes substitute training in lieu of experience.

Where the Jobs Are:

| | <u>Percent</u> | <u>SIC*</u> |
|--------------------------|----------------|-------------|
| Doctor Offices & Clinics | 40% | 8011 |
| Help Supply Services | 12% | 7363 |
| Local Government | 10% | 9030 |

* Standard Industrial Classification

Hours:

Full time workers (52%) work an average of 40 hours per week. Part time workers (43%) average 15 hours per week. Seasonal workers (5%) average 25 hours per week in season.

EMPLOYER REQUIREMENTS

WAGES

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$4.75 | \$8.25 | \$5.50 |
| New Hire, Experienced | \$4.75 | \$8.75 | \$6.79 |
| Experienced, 3 Yrs. w/firm | \$5.25 | \$11.00 | \$7.84 |

FRINGE BENEFITS

Percentage of employers who offer the following benefits for full and part time positions:

| | <u>Full Time</u> | <u>Part Time</u> |
|-------------------|------------------|------------------|
| Medical Insurance | 75% | 0% |
| Dental Insurance | 38% | 13% |
| Vision Insurance | 25% | 0% |
| Life Insurance | 38% | 0% |
| Paid Sick Leave | 75% | 25% |
| Paid Vacation | 63% | 25% |
| Retirement Plan | 63% | 13% |
| Child Care | 0% | 0% |

JOB SKILLS

Technical: Data entry skills, alphabetical and numeric filing skills, ability to perform detailed clerical work, ability to type at least 30 wpm, computer skills.

Personal or Other: Ability to perform routine or repetitive work, willingness to work with close supervision and independently.

Basic: Ability to read, write legibly, follow instructions and communicate effectively.

RELEVANT INFORMATION

Promotional opportunities are available in almost all firms. Positions promoted to include receptionist, scheduling coordinator, billing clerk and mail clerk.

Recruiting indicated by the percentage of employers who use the following methods:

| | |
|------------------------------------|-----|
| Employee's Referrals | 92% |
| Newspaper Ads | 58% |
| Private Employment Agencies | 8% |
| Hire Unsolicited Applicants | 33% |
| In-house Promotion or Transfer | 25% |
| Public School or Program Referrals | 58% |
| Private School Referrals | 25% |
| EDD | 42% |
| Union Hall Referrals | 0% |
| Other | 0% |

Vacancies filled within last 12 months were a result of:

| | |
|-----------------------|-----|
| Promotions | 17% |
| Employees Leaving | 33% |
| New Positions Created | 42% |
| Temporary | 8% |

Gender Demographics:

| | | | |
|---------|------|-------|----|
| Female: | 100% | Male: | 0% |
|---------|------|-------|----|

GARDENERS, GROUNDSKEEPERS - EXCEPT FARM

16 Firms Responding, 146 Jobs Represented

OES CODE 790300

JOB DESCRIPTION

Gardeners and Groundskeepers maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small-scale landscaping operations. They may dig and prepare graves. Does not include Groundskeepers who disseminate information to the public and patrol public parks to enforce rules and regulations and to detect fires.

EMPLOYMENT TRENDS

Occupational Forecast: 1992 -1998

| | |
|----------------------------|---------------------------|
| Occupational Size: | Very Large |
| Projected Job Growth Rate: | 8.3% |
| Growth: | Much Faster Than Average* |
| Openings from Growth: | 60 |
| Openings from Separations: | 80 |

* Most employers project growth while many project this occupation to remain stable over the next 3 years.

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants who meet employer hiring standards:

| | <u>Experienced</u> | <u>Inexperienced</u> |
|--------------------|--------------------|----------------------|
| Not Difficult | 38% | 25% |
| A Little Difficult | 13% | 25% |
| Somewhat Difficult | 25% | 44% |
| Very Difficult | 25% | 6% |

Employers report little difficulty finding experienced and inexperienced applicants who meet their hiring standards. This shows a competitive outlook for job seekers.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:

| | |
|-----------------------------|-----|
| Less than High School | 19% |
| High School or Equivalent | 75% |
| Some College, but no degree | 0% |
| Associate (2 year) Degree | 0% |
| Bachelor (4 year) Degree | 6% |
| Graduate Study | 0% |

Experience and Training:

| | <u>Never</u> | <u>Sometime</u> | <u>Usual</u> | <u>Alway</u> |
|-----------------------------------|--------------|-----------------|--------------|--------------|
| Work Experience | 6% | 31% | 63% | 0% |
| Training as a Substitute for Exp. | 6% | 50% | 13% | 31% |

Almost all employers require an average of 12 months work experience. Almost all are willing to substitute training in lieu of experience.

Where the Jobs Are:

| | <u>Percent</u> | <u>SIC*</u> |
|------------------------------|----------------|-------------|
| Lawn and Garden Services | 23% | 0782 |
| Elementary/Secondary Schools | 10% | 8211 |
| Sports & Recreation Clubs | 8% | 7997 |
| Local Government | 19% | 9030 |

* Standard Industrial Classification

Hours:

Full time workers (71%) work an average of 40 hours per week. Seasonal workers (29%) average 40 hours per week, during the season.

GARDENERS, GROUNDSKEEPERS - EXCEPT FARM

WAGES

Non Union Wages

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$5.00 | \$7.00 | \$6.13 |
| New Hire, Experienced | \$5.00 | \$10.00 | \$7.00 |
| Experienced, 3 Yrs. w/firm | \$8.00 | \$15.00 | \$10.00 |

Union Wages

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|-----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$9.59 | \$11.51 | \$10.04 |
| New Hire, Experienced | \$10.00 | \$11.57 | \$10.68 |
| Experienced, 3 Yrs.. w/firm | \$11.12 | \$14.35 | \$11.75 |

FRINGE BENEFITS

Percentage of employers who offer the following benefits for full time positions:

| | <u>Full Time</u> |
|-------------------|------------------|
| Medical Insurance | 92% |
| Dental Insurance | 62% |
| Vision Insurance | 46% |
| Life Insurance | 46% |
| Paid Sick Leave | 69% |
| Paid Vacation | 100% |
| Retirement Plan | 77% |
| Child Care | 15% |

RELEVANT INFORMATION

Promotional opportunities were available in almost all firms to lead groundskeeper, foreman, supervisor, manager, and superintendent.

Recruiting indicated by the percentage of employers who use the following methods:

| | |
|------------------------------------|-----|
| Employee's Referrals | 75% |
| Newspaper Ads | 56% |
| Private Employment Agencies | 13% |
| Hire Unsolicited Applicants | 44% |
| In-house Promotion or Transfer | 56% |
| Public School or Program Referrals | 25% |
| Private School Referrals | 13% |
| EDD | 56% |
| Union Hall Referrals | 0% |
| Other | 0% |

Vacancies filled within last 12 months were a result of:

| | |
|-----------------------|-----|
| Promotions | 4% |
| Employees Leaving | 15% |
| New Positions Created | 30% |
| Temporary | 51% |

Gender Demographics:

| | | | |
|-------|-----|---------|----|
| Male: | 96% | Female: | 4% |
|-------|-----|---------|----|

JOB SKILLS

Technical: Knowledge of horticulture, lawn and garden care skills, gardening tools, pesticides and herbicides, pruning skills, ability to operate tractors, sprinkler installation and repair skills, and possession of a valid driver's license.

Physical or Other: Possession of a reliable vehicle, ability to lift at least 75 lbs. repeatedly, ability to read and follow directions, oral communication skills.

HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

16 Firms Responding, 104 Jobs Represented

OES CODE 680050

JOB DESCRIPTION

Hairdressers, Hairstylists, and Cosmetologists provide beauty services for customers such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Does not include Shampooers, Manicurists, and Beauty School Instructors.

EMPLOYMENT TRENDS

Occupational Forecast: 1992 -1998

| | |
|----------------------------|---------------------------|
| Occupational Size: | Large |
| Projected Job Growth Rate: | 6.3% |
| Growth: | Much faster than average* |
| Openings from Growth: | 30 |
| Openings from Separations: | 30 |

* Most employers project this occupation to remain stable over the next three years.

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants who meet employer hiring standards:

| | <u>Experienced</u> | <u>Inexperienced</u> |
|--------------------|--------------------|----------------------|
| Not Difficult | 25% | 20% |
| A Little Difficult | 13% | 27% |
| Somewhat Difficult | 50% | 47% |
| Very Difficult | 13% | 7% |

Employers report some difficulty in finding experienced applicants and a little difficulty finding inexperienced applicants who meet their hiring standards. This indicates a competitive outlook for job seekers without prior experience and a good outlook for those who are experienced.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:

| | |
|-----------------------------|------|
| Less than High School | 0% |
| High School or Equivalent | 100% |
| Some College, but no degree | 0% |
| Associate (2 year) Degree | 0% |
| Bachelor (4 year) Degree | 0% |
| Graduate Study | 0% |

Experience and Training:

| | <u>Neve</u> | <u>Sometim</u> | <u>Usuall</u> | <u>Alway</u> |
|-----------------------------------|-------------|----------------|---------------|--------------|
| Work | 19% | 25% | 25% | 31% |
| Training as a Substitute for Exp. | 13% | 50% | 13% | 25% |

Almost all employers require 12 months work experience and training in cosmetology. A state license is mandatory for all cosmetologists.

Where the Jobs Are:

| | <u>Percent</u> | <u>SIC*</u> |
|-------------------|----------------|-------------|
| Beauty Shops | 55% | 7231 |
| Department Stores | 43% | 5311 |

* Standard Industrial Classification

Hours:

Full time workers (61%) average between 34-38 hours per week. Part time workers (38%) work an average of 24 hours per week.

HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

WAGES

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$4.75 | \$9.00 | \$5.00 |
| New Hire, Experienced | \$4.75 | \$9.00 | \$5.00 |
| Experienced, 3 Yrs. w/firm | \$4.75 | \$12.50 | \$6.50 |

Information includes combined compensation of base wages and tips/commission. Commission range is 15 to 80% of retail price.

FRINGE BENEFITS

Percentage of employers who offer the following benefits for full and part time positions:

| | <u>Full Time</u> | <u>Part Time</u> |
|-------------------|------------------|------------------|
| Medical Insurance | 44% | 0% |
| Dental Insurance | 33% | 0% |
| Vision Insurance | 0% | 0% |
| Life Insurance | 11% | 0% |
| Paid Sick Leave | 11% | 33% |
| Paid Vacation | 89% | 33% |
| Retirement Plan | 11% | 0% |
| Child Care | 0% | 0% |

JOB SKILLS

Physical: Manual dexterity, good eye-hand coordination, good vision, possession of good color perception, ability to stand continuously for 2 or more hours.

Personal or Other: Willingness to work with close supervision or independently, ability to work under pressure, good public contact skills.

Basic: Ability to follow oral and written instructions.

RELEVANT INFORMATION

Promotional opportunities are available to management level positions in many firms, but most firms do not offer promotional opportunities.

Recruiting indicated by the percentage of employers who use the following methods:

| | |
|------------------------------------|-----|
| Employee's Referrals | 56% |
| Newspaper Ads | 75% |
| Private Employment Agencies | 0% |
| Hire Unsolicited Applicants | 38% |
| In-house Promotion or Transfer | 6% |
| Public School or Program Referrals | 25% |
| Private School Referrals | 38% |
| EDD | 13% |
| Union Hall Referrals | 0% |
| Other | 0% |

Vacancies filled within last 12 months were a result of:

| | |
|-----------------------|-----|
| Promotions | 6% |
| Employees Leaving | 82% |
| New Positions Created | 12% |
| Temporary | 0% |

Gender Demographics:

| | | | |
|---------|-----|-------|----|
| Female: | 94% | Male: | 6% |
|---------|-----|-------|----|

HOME HEALTH CARE WORKERS

6 Firms Responding, 35 Jobs Represented

OES CODE 660110

JOB DESCRIPTION

Home Health Care Workers care for elderly, convalescent, or handicapped persons in the home of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, dressing, grooming, and assisting with medications that are self-administered. Includes Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers.

EMPLOYMENT TRENDS

Occupational Forecast: 1992 -1998

| | |
|----------------------------|---------------------------|
| Occupational Size: | Small |
| Projected Job Growth Rate: | 7% |
| Growth: | Much faster than average* |
| Openings from Growth: | 10 |
| Openings from Separations: | 10 |

* Most employers project this occupation to remain stable over the next three years. Many employers project growth over the next 3 years.

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants who meet employer hiring standards:

| | <u>Experienced</u> | <u>Inexperienced</u> |
|--------------------|--------------------|----------------------|
| Not Difficult | 67% | 50% |
| A Little Difficult | 17% | 17% |
| Somewhat Difficult | 0% | 17% |
| Very Difficult | 17% | 17% |

Employers report little difficulty in finding applicants who meet their hiring standards. This shows a competitive outlook for job seekers.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:

| | |
|-----------------------------|-----|
| Less than High School | 17% |
| High School or Equivalent | 67% |
| Some College, but no degree | 17% |
| Associate (2 year) Degree | 0% |
| Bachelor (4 year) Degree | 0% |
| Graduate Study | 0% |

Experience and Training:

| | <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|-----------------------------------|--------------|------------------|----------------|---------------|
| Work experience | 0% | 0% | 50% | 50% |
| Training as a Substitute for Exp. | 33% | 0% | 33% | 33% |

Almost all employers require previous work experience. Most employers will substitute training in lieu of experience. Most employers also require applicants to be trained in CPR, First Aid, and have certification.

Where the Jobs Are:

| | <u>Percent</u> | <u>SIC*</u> |
|----------------------|----------------|-------------|
| Residential Care | 57% | 8361 |
| Hospitals | 19% | 8062 |
| Help Supply Services | 6% | 7363 |

* Standard Industrial Classification

Hours:

Full time workers (23%) average 40 hours per week. Part time workers (37%) work an average of 20 hours per week. Temporary workers (40%) average 21 hours per week.

HOME HEALTH CARE WORKERS

WAGES

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$4.75 | \$11.50 | \$5.38 |
| New Hire, Experienced | \$4.75 | \$11.50 | \$6.00 |
| Experienced, 3 Yrs. w/firm | \$4.75 | \$13.75 | \$6.00 |

FRINGE BENEFITS

Percentage of employers who offer the following benefits for full and part time positions:

| | <u>Full Time</u> | <u>Part Time</u> |
|-------------------|------------------|------------------|
| Medical Insurance | 33% | 67% |
| Dental Insurance | 33% | 67% |
| Vision Insurance | 33% | 67% |
| Life Insurance | 33% | 67% |
| Paid Sick Leave | 33% | 67% |
| Paid Vacation | 67% | 67% |
| Retirement Plan | 33% | 67% |
| Child Care | 33% | 33% |

JOB SKILLS

Technical: Ability to prepare meals, apply transferring techniques moving patients, possession of HHA Certificate, possession of a Certified Nurse Assistant qualification, certificate to perform CPR.

Personal or Other: Possession of a reliable vehicle, ability to pass a pre-employment medical examination, ability to work independently.

RELEVANT INFORMATION

Promotional opportunities are available to management level positions in some firms, but most firms do not offer promotional opportunities.

Recruiting indicated by the percentage of employers who use the following methods:

| | |
|------------------------------------|-----|
| Employee's Referrals | 83% |
| Newspaper Ads | 33% |
| Private Employment Agencies | 17% |
| Hire Unsolicited Applicants | 17% |
| In-house Promotion or Transfer | 17% |
| Public School or Program Referrals | 0% |
| Private School Referrals | 0% |
| EDD | 17% |
| Union Hall Referrals | 0% |
| Other | 17% |

Vacancies filled within last 12 months were a result of:

| | |
|-----------------------|-----|
| Promotions | 0% |
| Employees Leaving | 39% |
| New Positions Created | 26% |
| Temporary | 35% |

Gender Demographics:

| | | | |
|---------|-----|-------|-----|
| Female: | 77% | Male: | 23% |
|---------|-----|-------|-----|

HOSTS, HOSTESSES - RESTAURANT, LOUNGE OR COFFEE SHOP

15 Firms Responding, 108 Jobs Represented

OES CODE 650020

JOB DESCRIPTION

Hosts and Hostesses-Restaurant, Lounge or Coffee Shop, welcome patrons, seat them at tables or in lounge, and insure quality of facilities and service.

EMPLOYMENT TRENDS

Occupational Forecast: 1992 -1998

| | |
|----------------------------|---------------------------|
| Occupational Size: | Medium |
| Projected Job Growth Rate: | 4.5% |
| Growth: | Much faster than average* |
| Openings from Growth: | 10 |
| Openings from Separations: | 20 |

*Most employers project growth, but some employers project occupation to remain stable over next three years.

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants who meet employer hiring standards:

| | <u>Experienced</u> | <u>Inexperienced</u> |
|--------------------|--------------------|----------------------|
| Not Difficult | 33% | 33% |
| A Little Difficult | 20% | 13% |
| Somewhat Difficult | 40% | 53% |
| Very Difficult | 7% | 0% |

Employers report little difficulty in finding experienced and inexperienced applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:

| | |
|-----------------------------|-----|
| Less than High School | 33% |
| High School or Equivalent | 60% |
| Some College, but no degree | 7% |
| Associate (2 year) Degree | 0% |
| Bachelor (4 year) Degree | 0% |
| Graduate Study | 0% |

Experience and Training:

| | <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|-----------------------------------|--------------|------------------|----------------|---------------|
| Work experience | 47% | 47% | 7% | 0% |
| Training as a Substitute for Exp. | 7% | 47% | 20% | 27% |

Many employers do not require work experience and will accept training as a substitute for experience.

Where the Jobs Are:

| | <u>Percent</u> | <u>SIC*</u> |
|---------------|----------------|-------------|
| Eating Places | 95% | 5812 |

* Standard Industrial Classification

Hours:

Full time workers (18%) average 35-40 hours per week. Part time workers (81%) work an average of 21 hours per week.

HOSTS, HOSTESSES - RESTAURANT, LOUNGE OR COFFEE SHOP

WAGES

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$4.75 | \$5.50 | \$4.80 |
| New Hire, Experienced | \$4.75 | \$6.25 | \$5.00 |
| Experienced, 3 Yrs. w/firm | \$4.75 | \$7.00 | \$5.50 |

FRINGE BENEFITS

Percentage of employers who offer the following benefits for full and part time positions:

| | <u>Full Time</u> | <u>Part Time</u> |
|-------------------|------------------|------------------|
| Medical Insurance | 100% | 30% |
| Dental Insurance | 80% | 40% |
| Vision Insurance | 40% | 10% |
| Life Insurance | 50% | 20% |
| Paid Sick Leave | 30% | 30% |
| Paid Vacation | 70% | 30% |
| Retirement Plan | 30% | 20% |
| Child Care | 0% | 10% |

JOB SKILLS

Technical: Cash handling skills, ability to operate a cash register, supervisory skills, record keeping skills.

Personal or Other: Public contact skills, ability to work independently and with close supervision, ability to work under pressure, customer service skills, oral communication skills.

RELEVANT INFORMATION

Promotional opportunities were reported by almost all firms. Almost all firms promote to food server, but other available opportunities were to cocktail waitress and to supervisor.

Recruiting indicated by the percentage of employers who use the following methods:

| | |
|------------------------------------|-----|
| Employee's Referrals | 80% |
| Newspaper Ads | 47% |
| Private Employment Agencies | 7% |
| Hire Unsolicited Applicants | 73% |
| In-house Promotion or Transfer | 47% |
| Public School or Program Referrals | 40% |
| Private School Referrals | 13% |
| EDD | 33% |
| Union Hall Referrals | 0% |
| Other | 7% |

Vacancies filled within last 12 months were a result of:

| | |
|-----------------------|-----|
| Promotions | 33% |
| Employees Leaving | 59% |
| New Positions Created | 5% |
| Temporary | 3% |

Gender Demographics:

| | | | |
|---------|-----|-------|-----|
| Female: | 77% | Male: | 23% |
|---------|-----|-------|-----|

JOB DESCRIPTION

Human Service Workers assist social group workers and caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include Residential Counselors and Psychiatric Technicians.

EMPLOYMENT TRENDS

Occupational Forecast: 1992 -1998

| | |
|----------------------------|---------------------------|
| Occupational Size: | Small |
| Projected Job Growth Rate: | 15.4% |
| Growth: | Much faster than average* |
| Openings from Growth: | 20 |
| Openings from Separations: | 10 |

*Most employers project growth over the next 3 years. Many employers project the occupation to remain stable over the next 3 years.

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants who meet employer hiring standards:

| | <u>Experienced</u> | <u>Inexperienced</u> |
|--------------------|--------------------|----------------------|
| Not Difficult | 0% | 0% |
| A Little Difficult | 33% | 56% |
| Somewhat Difficult | 56% | 44% |
| Very Difficult | 11% | 0% |

Employers report some difficulty in finding experienced applicants and a little difficulty finding inexperienced applicants who meet their hiring standards. This indicates a good outlook for qualified job seekers.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:

| | |
|-----------------------------|-----|
| Less than High School | 0% |
| High School or Equivalent | 44% |
| Some College, but no degree | 22% |
| Associate (2 year) Degree | 22% |
| Bachelor (4 year) Degree | 11% |
| Graduate Study | 0% |

Experience and Training:

| | <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|-----------------------------------|--------------|------------------|----------------|---------------|
| Work experience | 11% | 33% | 22% | 33% |
| Training as a Substitute for Exp. | 11% | 56% | 22% | 11% |

Almost all employers require previous work experience, but they will substitute training in lieu of experience.

Where the Jobs Are:

| | <u>Percent</u> | <u>SIC*</u> |
|------------------------------|----------------|-------------|
| Individual & Family Services | 29% | 8322 |
| Residential Care | 20% | 8361 |
| Social Services, NEC # | 15% | 8399 |
| Local Government | 12% | 9030 |

* Standard Industrial Classification

Not Elsewhere Classified

Hours:

Most employees work full-time (40hrs. per week) , some work part-time (22 hrs. per week), and a few work temporary assignments.

HUMAN SERVICE WORKERS

WAGES

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$5.00 | \$10.50 | \$7.00 |
| New Hire, Experienced | \$5.50 | \$10.50 | \$8.00 |
| Experienced, 3 Yrs. w/firm | \$5.50 | \$12.00 | \$9.88 |

FRINGE BENEFITS

Percentage of employers who offer the following benefits for full and part time positions:

| | <u>Full Time</u> | <u>Part Time</u> |
|-------------------|------------------|------------------|
| Medical Insurance | 100% | 17% |
| Dental Insurance | 83% | 17% |
| Vision Insurance | 33% | 0% |
| Life Insurance | 50% | 0% |
| Paid Sick Leave | 83% | 33% |
| Paid Vacation | 100% | 33% |
| Retirement Plan | 17% | 0% |
| Child Care | 17% | 0% |

JOB SKILLS

Technical: Knowledge of geriatrics, veterans services, protective services for children and adults; ability to interview others for information, food buying skills, menu planning skills, record keeping skills, and computer skills.

Personal or Other: Understanding a variety of cultures, willingness to work under close supervision and independently, ability to think logically, oral communication skills.

RELEVANT INFORMATION

Promotional opportunities are available in most firms to supervisor, service coordinator, and manager.

Recruiting indicated by the percentage of employers who use the following methods:

| | |
|------------------------------------|------|
| Employee's Referrals | 75% |
| Newspaper Ads | 100% |
| Private Employment Agencies | 0% |
| Hire Unsolicited Applicants | 25% |
| In-house Promotion or Transfer | 63% |
| Public School or Program Referrals | 25% |
| Private School Referrals | 13% |
| EDD | 50% |
| Union Hall Referrals | 0% |
| Other | 25% |

Vacancies filled within last 12 months were a result of:

| | |
|-----------------------|-----|
| Promotions | 2% |
| Employees Leaving | 19% |
| New Positions Created | 9% |
| Temporary | 71% |

Gender Demographics:

Female: 85% Male: 8%

A few employers did not respond to this question.

LABORATORY ASSISTANT, CULTURE MEDIA

5 Firms Responding, 22 Jobs Represented

NON OES CODE 559384999

JOB DESCRIPTION

Laboratory Assistant, Culture Media, prepares culture media used to develop vaccines and toxoids or to conduct chemical, microscopic, and bacteriologic tests: Measures and weighs ingredients, adjusts controls for equipment to obtain uniform consistency, tests sample according to standardized procedures. Dispense medium into containers, seal and affix identification labels. Maintains product and test record. May order supplies. May prepare purchase orders to obtain materials, tools, and equipment.

EMPLOYMENT TRENDS

California Forecast: 1993 -2005

(Local Occupational Forecast Not Available)

| | |
|----------------------------|--------|
| Occupational Size: | 32,250 |
| Projected Job Growth Rate: | 19% |
| Openings from Separations: | 13,860 |

(These figures do not include self-employment or openings due to turnover.)

* Most employers project this occupation to grow, but many employers project this occupation to remain stable during the next three years.

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants who meet employer hiring standards:

| | <u>Experienced</u> | <u>Inexperienced</u> |
|--------------------|--------------------|----------------------|
| Not Difficult | 40% | 0% |
| A Little Difficult | 40% | 50% |
| Somewhat Difficult | 20% | 0% |
| Very Difficult | 0% | 50% |

Employers report a little difficulty in finding experienced applicants and some difficulty finding inexperienced applicants who meet their hiring standards. This indicates a competitive outlook for job seekers.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:

| | |
|-----------------------------|-----|
| Less than High School | 0% |
| High School or Equivalent | 0% |
| Some College, but no degree | 20% |
| Associate (2 year) Degree | 20% |
| Bachelor (4 year) Degree | 60% |
| Graduate Study | 0% |

Experience and Training:

| | <u>Never</u> | <u>Sometime</u> | <u>Usual</u> | <u>Alway</u> |
|-----------------------------------|--------------|-----------------|--------------|--------------|
| Work experience | 0% | 0% | 40% | 60% |
| Training as a Substitute for Exp. | 60% | 20% | 20% | 0% |

Almost all employers require 12 to 24 months of experience as a laboratory technician.

Where the Jobs Are:

| | <u>SIC*</u> |
|------------------------------|-------------|
| Medical Laboratories | 8071 |
| Commercial Physical Research | 8731 |
| Candy/Confectionery Products | 2064 |
| Malt Beverages | 2082 |

* Standard Industrial Classification.

Hours:

Full time workers (100%) average 40 hours per week.

LABORATORY ASSISTANT, CULTURE MEDIA

WAGES

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$7.00 | \$9.50 | \$8.29 |
| New Hire, Experienced | \$8.00 | \$12.00 | \$11.49 |
| Experienced, 3 Yrs. w/firm | \$12.00 | \$14.50 | \$13.94 |

FRINGE BENEFITS

Percentage of employers who offer the following benefits for full time positions:

| | <u>Full Time</u> |
|-------------------|------------------|
| Medical Insurance | 100% |
| Dental Insurance | 80% |
| Vision Insurance | 80% |
| Life Insurance | 60% |
| Paid Sick Leave | 100% |
| Paid Vacation | 100% |
| Retirement Plan | 40% |
| Child Care | 0% |

JOB SKILLS

Technical: Ability to operate precision laboratory equipment, follow lab procedures, techniques; record keeping skills, knowledge of chemistry, computer skills in spreadsheet, database, and word processing.

Physical: Manual dexterity, good vision, ability to concentrate for long periods of time, possession of good color perception.

RELEVANT INFORMATION

Promotional opportunities in most firms were to supervisor, department leader, or lead.

Recruiting indicated by the percentage of employers who use the following methods:

| | |
|------------------------------------|-----|
| Employee's Referrals | 60% |
| Newspaper Ads | 60% |
| Private Employment Agencies | 0% |
| Hire Unsolicited Applicants | 40% |
| In-house Promotion or Transfer | 40% |
| Public School or Program Referrals | 40% |
| Private School Referrals | 0% |
| EDD | 20% |
| Union Hall Referrals | 20% |
| Other | 0% |

Vacancies filled within last 12 months were a result of:

| | |
|-----------------------|-----|
| Promotions | 0% |
| Employees Leaving | 40% |
| New Positions Created | 60% |
| Temporary | 0% |

Gender Demographics:

Male: 50% Female: 45%

A few employers did not respond to this question.

LICENSED VOCATIONAL NURSE

9 Firms Responding, 73 Jobs Represented

OES CODE 325050

JOB DESCRIPTION

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

EMPLOYMENT TRENDS

Occupational Forecast: 1992 -1998

| | |
|----------------------------|---------------------------|
| Occupational Size: | Large |
| Projected Job Growth Rate: | 23.8% |
| Growth: | Much Faster Than Average* |
| Openings from Growth: | 100 |
| Openings from Separations: | 40 |

* Most employers project this occupation to remain stable during the next three years. A few employers project a decline within the next three years.

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants who meet employer hiring standards:

| | <u>Experienced</u> | <u>Inexperienced</u> |
|--------------------|--------------------|----------------------|
| Not Difficult | 33% | 22% |
| A Little Difficult | 22% | 33% |
| Somewhat Difficult | 33% | 0% |
| Very Difficult | 11% | 44% |

Employers report a little difficulty finding experienced applicants and some difficulty finding inexperienced applicants who meet their hiring standards. This indicates a somewhat competitive outlook for job seekers.

Education of most recent hires by percentage of total firms responding:

| | |
|-----------------------------|-----|
| Less than High School | 0% |
| High School or Equivalent | 44% |
| Some College, but no degree | 22% |
| Associate (2 year) Degree | 33% |
| Bachelor (4 year) Degree | 0% |
| Graduate Study | 0% |

Experience and Training:

| | <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|-----------------------------------|--------------|------------------|----------------|---------------|
| Work Experience | 0% | 33% | 56% | 11% |
| Training as a Substitute for Exp. | 33% | 56% | 11% | 0% |

Most employers require 12 months of training and 12 months of experience as a licensed vocational nurse. A license is required.

Where the Jobs Are:

| | <u>Percent</u> | <u>SIC*</u> |
|------------------------------|----------------|-------------|
| Doctors Offices | 32% | 8011 |
| Nursing Care Facilities | 29% | 8051 |
| Nursing & Personal Care NEC# | 12% | 8059 |
| Medical & Surgical Hospitals | 19% | 8062 |

* Standard Industrial Classification

Not Elsewhere Classified

Hours:

Full time workers (68%) work an average of 40 hours per week. Part time workers (10%) average 22 hours per week. Temporary workers (10%) work 21 hours per week. Seasonal workers (12%) average 40 hours per week.

EMPLOYER REQUIREMENTS

LICENSED VOCATIONAL NURSE

WAGES

Non Union Wages

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$11.00 | \$14.00 | \$12.00 |
| New Hire, Experienced | \$11.50 | \$15.00 | \$13.00 |
| Experienced, 3 Yrs. w/firm | \$13.50 | \$17.00 | \$14.00 |

Union Wages

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|-----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$12.00 | \$14.88 | \$13.44 |
| New Hire, Experienced | \$12.00 | \$15.61 | \$12.55 |
| Experienced, 3 Yrs.. w/firm | \$13.75 | \$18.69 | \$14.55 |

FRINGE BENEFITS

Percentage of employers who offer the following benefits for full time positions:

| | <u>Full Time</u> | <u>Part Time</u> |
|-------------------|------------------|------------------|
| Medical Insurance | 100% | 22% |
| Dental Insurance | 89% | 22% |
| Vision Insurance | 78% | 22% |
| Life Insurance | 67% | 22% |
| Paid Sick Leave | 100% | 22% |
| Paid Vacation | 100% | 22% |
| Retirement Plan | 89% | 33% |
| Child Care | 11% | 11% |

RELEVANT INFORMATION

Promotional opportunities were not available in almost all firms.

Recruiting indicated by the percentage of employers who use the following methods:

| | |
|------------------------------------|------|
| Employee's Referrals | 56% |
| Newspaper Ads | 100% |
| Private Employment Agencies | 11% |
| Hire Unsolicited Applicants | 44% |
| In-house Promotion or Transfer | 33% |
| Public School or Program Referrals | 11% |
| Private School Referrals | 11% |
| EDD | 0% |
| Union Hall Referrals | 0% |
| Other | 33% |

Vacancies filled within last 12 months were a result of:

| | |
|-----------------------|-----|
| Promotions | 6% |
| Employees Leaving | 44% |
| New Positions Created | 0% |
| Temporary | 50% |

Gender Demographics:

| | | | |
|-------|-----|---------|-----|
| Male: | 12% | Female: | 88% |
|-------|-----|---------|-----|

JOB SKILLS

Technical: Ability to complete and explain insurance forms, follow lab procedures, provide personal service to patients, administer an EKG, administer injections, blood drawing skills, inhalation therapy skills; Ability to apply transferring techniques moving patients, take vital signs, detect complications in patients, knowledge of medical terminology, computer skills in word processing and database, and appointment scheduling.

Personal or Other: Ability to handle crisis situations, willingness to work with close supervision or independently.

MAINTENANCE REPAIRERS - GENERAL UTILITY

10 Firms Responding, 36 Jobs Represented

OES CODE 851320

JOB DESCRIPTION

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boiler making, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs: repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing building, floors, or stairs.

EMPLOYMENT TRENDS

Occupational Forecast: 1992 -1998

| | |
|----------------------------|---------------------------|
| Occupational Size: | Very Large |
| Projected Job Growth Rate: | 3.7% |
| Growth: | Much Faster Than Average* |
| Openings from Growth: | 40 |
| Openings from Separations: | 90 |

* Most employers project this occupation to remain stable while a few project growth, and some project a decline during the next three years.

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants who meet employer hiring standards:

| | <u>Experienced</u> | <u>Inexperienced</u> |
|--------------------|--------------------|----------------------|
| Not Difficult | 60% | 38% |
| A Little Difficult | 20% | 38% |
| Somewhat Difficult | 20% | 25% |
| Very Difficult | 0% | 0% |

Employers report a little difficulty in finding experienced or inexperienced applicants who meet their hiring standards. This indicates a competitive outlook for job seekers.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:

| | |
|-----------------------------|-----|
| Less than High School | 0% |
| High School or Equivalent | 80% |
| Some College, but no degree | 20% |
| Associate (2 year) Degree | 0% |
| Bachelor (4 year) Degree | 0% |
| Graduate Study | 0% |

Experience and Training:

| | <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|-----------------------------------|--------------|------------------|----------------|---------------|
| Work experience | 10% | 20% | 40% | 30% |
| Training as a Substitute for Exp. | 20% | 50% | 20% | 10% |

Almost all employers require 12 to 24 months of experience at a journeyman level or in maintenance.

Where the Jobs Are:

| | <u>Percent</u> | <u>SIC*</u> |
|--------------------|----------------|-------------|
| Real Estate | 12% | 6531 |
| Elementary Schools | 11% | 8211 |
| Heavy Construction | 10% | 1629 |
| Local Government | 3% | 9030 |

* Standard Industrial Classification.

Hours:

Full time workers (89%) average 40 hours per week. Part time workers (8%) average 26 hours, and temporary workers (3%) average 40 hours.

MAINTENANCE REPAIRERS - GENERAL UTILITY

WAGES

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$4.75 | \$10.00 | \$7.00 |
| New Hire, Experienced | \$7.00 | \$13.00 | \$8.06 |
| Experienced, 3 Yrs. w/firm | \$8.00 | \$21.00 | \$11.00 |

FRINGE BENEFITS

Percentage of employers who offer the following benefits for full time positions:

| | <u>Full Time</u> |
|-------------------|------------------|
| Medical Insurance | 100% |
| Dental Insurance | 100% |
| Vision Insurance | 38% |
| Life Insurance | 63% |
| Paid Sick Leave | 100% |
| Paid Vacation | 100% |
| Retirement Plan | 75% |
| Child Care | 13% |

JOB SKILLS

Technical: Ability to operate power and hand tools, repair and install heating equipment, cement work, arc welding skills, gas welding skills, painting skills, carpentry skills, electrical repair skills, plumbing skills, and swimming pool maintenance skills.

Personal or Others: Ability to lift at least 50 lbs. repeatedly, ability to provide own hand tools, willingness to work with close supervision or independently.

RELEVANT INFORMATION

Promotional opportunities in most firms were to maintenance supervisor, assistant supervisor, or foreman.

Recruiting indicated by the percentage of employers who use the following methods:

| | |
|------------------------------------|-----|
| Employee's Referrals | 70% |
| Newspaper Ads | 70% |
| Private Employment Agencies | 10% |
| Hire Unsolicited Applicants | 10% |
| In-house Promotion or Transfer | 40% |
| Public School or Program Referrals | 0% |
| Private School Referrals: | 0% |
| EDD | 20% |
| Union Hall Referrals | 0% |
| Other | 20% |

Vacancies filled within last 12 months were a result of:

| | |
|-----------------------|-----|
| Promotions | 0% |
| Employees Leaving | 45% |
| New Positions Created | 45% |
| Temporary | 9% |

Gender Demographics:

| | | | |
|-------|-----|---------|----|
| Male: | 94% | Female: | 6% |
|-------|-----|---------|----|

MEDICAL AND CLINICAL LABORATORY TECHNOLOGISTS

6 Firms Responding, 36 Jobs Represented

OES CODE 329020

JOB DESCRIPTION

Medical and Clinical Laboratory Technologists perform a wide range of complex procedures in the general areas of the clinical laboratory or perform specialized procedures in such areas as cytology, histology, and microbiology. Their duties may include supervising and coordinating activities of workers engaged in laboratory testing. This includes workers who teach medical technology when teaching is not their primary activity.

EMPLOYMENT TRENDS

Occupational Forecast: 1992 -1998

| | |
|----------------------------|---------------------------|
| Occupational Size: | Medium |
| Projected Job Growth Rate: | 26.7% |
| Growth: | Much Faster Than Average* |
| Openings from Growth: | 40 |
| Openings from Separations: | 20 |

Most employers project this occupation to remain stable while some project growth during the next three years.

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants who meet employer hiring standards:

| | <u>Experienced</u> | <u>Inexperienced</u> |
|--------------------|--------------------|----------------------|
| Not Difficult | 50% | 50% |
| A Little Difficult | 17% | 25% |
| Somewhat Difficult | 33% | 0% |
| Very Difficult | 0% | 25% |

Employers report a little difficulty in finding experienced or inexperienced applicants who meet their hiring standards. This indicates a competitive outlook for job seekers.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:

| | |
|-----------------------------|-----|
| Less than High School | 0% |
| High School or Equivalent | 33% |
| Some College, but no degree | 33% |
| Associate (2 year) Degree | 0% |
| Bachelor (4 year) Degree | 17% |
| Graduate Study | 17% |

Experience and Training:

| | <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|-----------------------------------|--------------|------------------|----------------|---------------|
| Work experience | 17% | 17% | 17% | 50% |
| Training as a Substitute for Exp. | 33% | 33% | 17% | 17% |

Most employers require 12 to 24 months of experience as a laboratory or medical technologist; A license as a Clinical Laboratory Technologist may be required by some employers.

Where the Jobs Are:

| | <u>Percent</u> | <u>SIC*</u> |
|------------------------------|----------------|-------------|
| Doctor Offices & Clinics | 39% | 8011 |
| Medical & Surgical Hospitals | 47% | 8062 |
| Federal Government | 7% | 9010 |

* Standard Industrial Classification.

Hours:

Full time workers (61%) average 40 hours per week. Part time workers (19%) average 22 hours.

MEDICAL AND CLINICAL LABORATORY TECHNOLOGISTS

WAGES

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$7.75 | \$16.00 | \$16.00 |
| New Hire, Experienced | \$7.75 | \$23.00 | \$16.97 |
| Experienced, 3 Yrs. w/firm | \$8.00 | \$28.00 | \$18.41 |

FRINGE BENEFITS

Percentage of employers who offer the following benefits for full and part time positions:

| | <u>Full Time</u> | <u>Part Time</u> |
|-------------------|------------------|------------------|
| Medical Insurance | 100% | 33% |
| Dental Insurance | 100% | 33% |
| Vision Insurance | 83% | 33% |
| Life Insurance | 67% | 17% |
| Paid Sick Leave | 83% | 33% |
| Paid Vacation | 100% | 33% |
| Retirement Plan | 67% | 17% |
| Child Care | 0% | 0% |

JOB SKILLS

Technical: Ability to operate precision laboratory equipment, follow laboratory procedures, to apply sterilization techniques, to use computer applications in research, to perform advanced mathematical computations, and to write effectively; supervisory, record keeping, and blood drawing skills, knowledge of chemistry.

Physical: Manual dexterity, good vision, ability to concentrate for long periods of time, possession of good color perception, ability to sit continuously for 2 or more hours, ability to work under pressure.

RELEVANT INFORMATION

Promotional opportunities in a few firms were to supervisor or laboratory manager. Most employers reported they do not promote from this occupation.

Recruiting indicated by the percentage of employers who use the following methods:

| | |
|------------------------------------|-----|
| Employee's Referrals | 67% |
| Newspaper Ads | 50% |
| Private Employment Agencies | 17% |
| Hire Unsolicited Applicants | 33% |
| In-house Promotion or Transfer | 50% |
| Public School or Program Referrals | 33% |
| Private School Referrals: | 33% |
| EDD | 17% |
| Union Hall Referrals | 0% |
| Other | 17% |

Vacancies filled within last 12 months were a result of:

| | |
|-----------------------|------|
| Promotions | 0% |
| Employees Leaving | 100% |
| New Positions Created | 0% |
| Temporary | 0% |

Gender Demographics:

| | | | |
|-------|-----|---------|-----|
| Male: | 33% | Female: | 67% |
|-------|-----|---------|-----|

TRUCK DRIVERS, LIGHT - DELIVERY AND ROUTE WORKERS

15 Firms Responding, 84 Jobs Represented

OES CODE 971050

JOB DESCRIPTION

Truck Drivers, Light - Delivery and Route Workers drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

EMPLOYMENT TRENDS

Occupational Forecast: 1992 -1998

| | |
|----------------------------|---------------------------|
| Occupational Size: | Very Large |
| Projected Job Growth Rate: | 7.9% |
| Growth: | Much Faster Than Average* |
| Openings from Growth: | 40 |
| Openings from Separations: | 20 |

Most employers project this occupation to grow, and many employers project this occupation to remain stable over the next three years.

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants who meet employer hiring standards:

| | <u>Experienced</u> | <u>Inexperienced</u> |
|--------------------|--------------------|----------------------|
| Not Difficult | 20% | 38% |
| A Little Difficult | 40% | 23% |
| Somewhat Difficult | 20% | 38% |
| Very Difficult | 20% | 0% |

Employers report a little difficulty in finding experienced and inexperienced applicants who meet their hiring standards. This indicates a competitive outlook for job seekers.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:

| | |
|-----------------------------|-----|
| Less than High School | 0% |
| High School or Equivalent | 73% |
| Some College, but no degree | 27% |
| Associate (2 year) Degree | 0% |
| Bachelor (4 year) Degree | 0% |
| Graduate Study | 0% |

Experience and Training:

| | <u>Never</u> | <u>Sometimes</u> | <u>Usually</u> | <u>Always</u> |
|-----------------------------------|--------------|------------------|----------------|---------------|
| Work experience | 67% | 0% | 6% | 27% |
| Training as a Substitute for Exp. | 40% | 20% | 7% | 33% |

Most employers require 12 to 24 months of experience as a truck driver. A valid CA Class A or Class B driver's license is also required.

Where the Jobs Are:

| | <u>Percent</u> | <u>SIC*</u> |
|------------------------------|----------------|-------------|
| Eating Places | 18% | 5812 |
| Courier Services, Except Air | 10% | 4215 |
| Local Trucking, w/o Storage | 6% | 4212 |
| Auto and Home Supply Stores | 6% | 5531 |

* Standard Industrial Classification.

Hours:

Full time workers (45%) average 40 hours per week. Part time workers (43%) average 23 hours. Temporary workers (12%) work an average of 15 hours per week.

TRUCK DRIVERS, LIGHT - DELIVERY AND ROUTE WORKERS

WAGES

| | <u>Low</u> | <u>High</u> | <u>Median</u> |
|----------------------------|------------|-------------|---------------|
| New Hire, No Experience | \$5.00 | \$8.25 | \$5.25 |
| New Hire, Experienced | \$5.00 | \$12.00 | \$6.50 |
| Experienced, 3 Yrs. w/firm | \$5.75 | \$14.00 | \$6.50 |

FRINGE BENEFITS

Percentage of employers who offer the following benefits for full and part time positions:

| | <u>Full Time</u> | <u>Part Time</u> |
|-------------------|------------------|------------------|
| Medical Insurance | 100% | 29% |
| Dental Insurance | 71% | 29% |
| Vision Insurance | 43% | 14% |
| Life Insurance | 43% | 14% |
| Paid Sick Leave | 57% | 29% |
| Paid Vacation | 100% | 29% |
| Retirement Plan | 57% | 14% |
| Child Care | 14% | 0% |

JOB SKILLS

Technical: Ability to operate a fork lift, to read invoices, load and unload freight, possess map reading and record keeping skills, possession of a valid Class A or a Class B drivers's license.

Physical: Ability to pass a pre-employment medical examination, ability to lift at least 75 lbs. repeatedly.

Personal or Other: Possession of a good DMV driving record, ability to work independently.

RELEVANT INFORMATION

Promotional opportunities in almost all firms.

Recruiting indicated by the percentage of employers who use the following methods:

| | |
|------------------------------------|-----|
| Employee's Referrals | 93% |
| Newspaper Ads | 67% |
| Private Employment Agencies | 7% |
| Hire Unsolicited Applicants | 73% |
| In-house Promotion or Transfer | 53% |
| Public School or Program Referrals | 40% |
| Private School Referrals: | 27% |
| EDD | 33% |
| Union Hall Referrals | 7% |
| Other | 0% |

Vacancies filled within last 12 months were a result of:

| | |
|-----------------------|-----|
| Promotions | 12% |
| Employees Leaving | 52% |
| New Positions Created | 12% |
| Temporary | 24% |

Gender Demographics:

| | | | |
|-------|-----|---------|-----|
| Male: | 82% | Female: | 18% |
|-------|-----|---------|-----|

SAMPLE QUESTIONNAIRE

USER SURVEY

NOTES